SECTION C Descriptions and Specifications

Statement of Work for Training Development Support Services

1.0   Background
 This statement of work establishes and describes requirements for training development services to be provided by the contractor in support of US Navy shipboard and classroom training.

2.0   Scope
 Training services to be provided will include: Authoring Instructional Material (AIM) I and AIM II format curriculum development; Equipment Facility Requirements (EFR) development; Navy Training System Plans (NTSP) development and modification; course analysis of existing and proposed training; Computer Based Training (CBT)/Interactive Courseware (ICW) Development and modification; development of training on Electronic Media such as PowerPoint or similar software; converting existing training media from Analog to Digital; and Reproducing or duplicating electronic training media. In addition, the contractor may be tasked to provide Technical Training Equipment (TTE) in support of curriculum development efforts and to provide logistical support personnel to audit training courses, training manuals and training aids at various Navy schools.

3.0   Reference Documents

   3.1. NAVEDTRA 130A - Task Based Curriculum Development Manual

   3.2. NAVEDTRA 131A - Personnel Performance Profile Curriculum Development Manual

   3.3. Navy E-Learning Content Specifications Version 1.0
       Available at http://www.navylearning.com

   3.4 Sharable Content Object Reference Model (SCORM) Version 1.2 Conformance requirements.
       Available at http://www.adlnet.org

 4.0.   Requirements

   4.1. AIM I and AIM II format curriculum development:
   The contractor shall develop new, and modify existing, AIM I and AIM II software-based curricula. The contractor shall provide qualified personnel: (1) capable of AIM I and AIM II curriculum development; (2) familiar with development of curriculum under NAVEDTRA 130A and NAVEDTRA 131A (see Reference Documents 3.1 and 3.2 respectively); and (3) familiar with front end analysis (FEA). Personnel must have the ability to produce Training Project Plans (TPP), Resource Requirements Lists (RLL), Course Training Task Lists (CTTL), Learning Objectives (LOs), Knowledge Tests and Test Plans, Training Course Control Documents (TCCD), Curriculum Outlines of Instruction (COI), Course Master Schedules (CMS), Lesson Plans (LP) and Trainee Guides (TG).

   4.2. Equipment Facility Requirements (EFR)/Navy Training System Plans (NTSP)
   The contractor shall develop new, and modify existing, EFR and NTSP. The contractor shall provide personnel experienced in the development and modification of NTSP and EFR.

   4.3. Course Analysis.
   The contractor shall conduct Front End Analysis of existing and proposed training courses. Contractor personnel performing this task must be familiar with current Advanced Distributive Learning initiatives such as the Shareable Content Object Reference Model (SCORM) and the Navy E-Learning Network (see Reference Documents 3.4 and 3.3, respectively).

4.4. Computer Based Training (CBT)/ Interactive Courseware Development (ICW)

The contractor shall develop and modify CBT and ICW. All CBT and ICW developed or modified must comply with Reference Documents 3.3 and 3.4. Contractor personnel performing these tasks must be proficient in CBT and ICW development and have proficiency in the following computer programs: Macromedia Authorware, Dreamweaver, Director and Flash; AutoDesk 3DStudioMax, 3DStudioViz, and Autocad; Newtek Lightwave; Adobe Premier, Photoshop, and Acrobat. In addition, assigned contractor personnel shall possess proficiency in the following areas:

1. "Real-Time" 3D interactive
2. 3 Dimensional Models and Animations
3. AutoCAD model generation and polygon optimization for "Real Time" deployment
4. 2 Dimensional Animations and Simulation
5. HTML/XML content
6. SCORM standards for HTML and Authored content
7. Digital Video Capture, Editing, and Delivery
8. Analog to Digital Conversion (video, audio)
9. Digital Audio Editing (e.g. voice over video)
10. DVD development, and production
11. CD-ROM development and production

4.5. Electronic Classroom Training Aid Development.

The Contractor shall develop new training aids on, and shall convert AIM I and AIM II to, electronic media. The training aids produced (1) must be in a format displayable without the use of proprietary programs, (2) must be integrated with Interactive Electronic Technical Manuals (IETMS), and (3) must be modifiable (such as integration of photos and personalization of text) by Navy Instructors without programming knowledge. The training aids to be developed and/or converted will have content as described in paragraph 4.4.

4.6. Analog to Digital Conversion/Duplication of Media

The contractor shall convert existing VHS, Beta, and other Analog format media to Digital Format deliverable on CD-ROM or DVD. This effort may require digital editing, layout, and storyboarding of both video and audio. In addition, the contractor shall reproduce and duplicate electronic training media.

4.7. Logistics Support

The contractor shall provide technical and logistics support as required. Logistics and technical support will include (1) auditing of training courses, training manuals and training aids, (2) inventory and storage of technical training equipment and (3) metrics support to measure effectiveness of training.

5.0. Deliverables

The contractor shall provide a monthly status report. (Refer to attached Contract Data Requirements List (CDRL), Item A001). Additional contract data may be added to the CDRL by Delivery Orders issued under the resulting contracts. All contract data shall be marked by the contractor with the appropriate distribution statement as indicated on the CDRL.

6.0. Government Furnished Property

If government furnished information or material is necessary, it shall be specified in individual delivery orders issued under the resulting contract.

7.0. Travel

Travel is anticipated under this contract. Travel to fleet concentration areas (Norfolk, San Diego, and Mayport), to Navy training commands, and to NSWCCD-SSES will be required. Travel to manufacturers of equipment for which curriculum is being developed will also be required.

8.0   Classified Material
Work under this contract is not to exceed UNCLASSIFIED.

10.0   Period of Performance
The period of performance for specific tasks will be specified in the individual delivery orders issued under the resulting contracts.

11.0   Place of Performance
50% Contractor Facility
10% NSWCCD-SSES
25% Norfolk
  5%   San Diego
  5%   Mayport
  5%   Other

12.0   Overtime
 No overtime is authorized under this contract.

13.0   Personnel Requirements
Key personnel for this contract are those individuals performing services in the following categories: Senior Curriculum Developer/Senior Training Specialist, Senior Multimedia Specialist, Instructional Technologist, 3D Modeler/Animator and Program Manager. Additional required personnel categories include: Junior Curriculum Developer, Instructional Analyst, Junior Multimedia Specialist, Graphic Design Artist, Data Entry/Administrative, Video/Audio Technician and Senior Logistician. All personnel assigned to or utilized by the contractor in the performance of this contract shall be fully capable of performing the required work in an efficient, reliable and professional manner. If the Contracting Officer questions the qualifications or competence of any person performing under the contract, the burden of proof to sustain that the person is qualified shall be upon the contractor.

 Following are the desired levels of education and experience for personnel assigned to this contract. The specialized experience included as part of the desired qualification shall have been obtained in the fields of endeavor indicated by the applicable labor categories listed below, and may have been gained concurrently unless otherwise specified.

> **Senior Curriculum Developer/ Sr. Training Specialist (*key personnel*)** – Masters level degree in education field or 10 years of curriculum development experience and a Master Training Specialist Certification. At least 5 years of experience in curriculum development utilizing AIM I and AIM II programs.
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> **Junior Curriculum Developer** - Bachelors level degree in education field or 3 years of curriculum development experience. At least 3 years of experience in curriculum development utilizing AIM I and AIM II programs.
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> **Instructional Analyst** - Bachelors level degree in education field or 3 years of Instructional Analyst experience.
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> **Sr. Multimedia Specialist (*key personnel*)** - Bachelors level degree in computer science or related field or 8 years experience in computer programming; 4 years of experience in Macromedia Authorware or other Sharable Content Object Reference Model (SCORM) compliant programming; 2 years of experience in the development of Computer Based Training. A firm understanding of Flash Actionscript, Director Lingo, and Authorware Scripting is required, as well as these programs capabilities within a SCORM compliant environment.
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> **Jr. Multimedia Specialist** - Bachelors level degree in computer science or related field or 3 years experience in computer programming; 2 years of experience in Macromedia Authorware or other Sharable Content Object Reference Model (SCORM) compliant programming; 2 years of

experience in the development of Computer Based Training. An understanding of Flash Actionscript, Director Lingo, and Authorware Scripting is required, as well as these programs capabilities within a SCORM compliant environment.

Instructional Technologist (*key personnel*) – Masters level degree in instructional technology and 2 years of experience in the analysis and/or design of instructional technology distribution methods.

3D Modeler/Animator (*key personnel*) – Bachelors level degree in computer science or related field or 6 years of experience in 3 dimensional modeling and animation to include the use of industry standard software such as Discreet 3D Studio Max and Newtek Lightwave. Modeler must be proficient in the operation of AutoCad in a 3 dimensional environment to uniformly convert standard navy drawing to 3 dimensions. Modeler must also be proficient in real-time environments and delivery of 3 dimensional interactions via the internet.

Graphic Design Artist – Graduate of high school, trade or industrial school or GED equivalent and 3 years of experience in computer graphic design. Must be able to read blueprints and transform drawings to computer based images. Must be proficient in Adobe Photoshop, Macromedia Freehand, and Macromedia Fireworks.

Data Entry/Administrative – Graduate of high school , trade or industrial school or GED equivalent and 3 years experience in data entry. Knowledge of Microsoft Excel, Word, and Access.

Video/Audio Technician – Graduate of high school, trade or industrial school or GED equivalent and 3 years experience in Audio/video technician. Technician must have experience in conversion from VHS to DVD. Requires knowledge of pre and post production methodologies. Proficiency in Adobe Premier Software required.

Senior Logistician – Graduate of high school, trade or industrial school or GED equivalent and 3 years experience in the naval logistical system. Experience with the Navy's supply system and procedures for requisitioning and purchasing material is required.

Program Manager (*key personnel*)– Bachelors level degree in a business discipline and 2 years of experience managing Government contracted projects, or 6 years of experience managing government contracted projects.